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Standard Account Supplier Training

PUBLIC

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Agenda

- ❑ Speaker Introductions
- ❑ RR Donnelley Initiative Overview
- ❑ Describe Ariba Network, Standard Account
- ❑ Enterprise Account & Optional Upgrade
- ❑ Account Configuration & Transacting Specifications
 - ❑ How to Register
 - ❑ Order Routing
 - ❑ System Demonstration
- ❑ Support & Questions

Speaker Introductions



- **Hayley Lapen**
Network Deployment Lead, SAP Ariba
- **Stuart Gonzales**
RRD VP - Global Strategic Services -
Procurement
- **Amy Spooner**
RRD Director - Global Strategic Services -
Procurement



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RR Donnelley

SOURCE-TO-PAY OVERVIEW

TRANSFORMING PROCUREMENT



OBJECTIVE:

RRD is transforming its Procurement organization's capability and Ariba is the foundation for the advancements in technology that will enable continuous improvement

SCOPE :

Source to Pay for US locations;
with a view for additional geographies

SUITE OF ARIBA TOOLS & SUPPLIER BENEFITS

Supplier Portal (SLP)

Basis of who RRD interacts with and identifies RRD's partners

- Self serve portal
- Contacts
- Certifications
- Qualifications

Sourcing

Who RRD should buy from

- Effectively conduct Sourcing events and Spot Buys
- RFx, Strategic & Tactical

Contract

Document the deal and link to purchases

- RRD/ Supplier Contract Management
- Catalog development & Maintenance

E-Procurement

How to buy effectively

- Guided buying - correct suppliers correct items for leverage / scale
- Approval & Mgmt prior to purchasing

AP/ Invoicing Processes

Pay more efficiently

- Enhanced visibility to invoice status
- Invoice validation by suppliers prior to processing
- Reducing re-work

WHAT'S CHANGING?

Suppliers will be **required** to use the new processes over a series of phased implementations, as the old processes are discontinued

- Supplier Portal, Contracting, Sourcing Events, Purchase Orders, Order Confirmations, Ship Notices, Invoices, Remittances, and Catalogs are the major processes
 - Transitioning to **No PO = No Pay** processes to eliminate delayed payments and manual steps
 - Invoices require RRD PO number and PO line number



NEXT STEPS



- Implementation will occur in phases
 - Suppliers will be activated in waves over the next 6 months.
 - Notification will be sent **2** weeks prior to suppliers' activation date.
 - After activation, all transactions must route through the Ariba network.
- Your participation in all communications and requests, as well as your timely response is **required**, or you will not receive future payments from RRD.
 - If you have not completed your RRD Supplier Registration document in Ariba, please do so right away

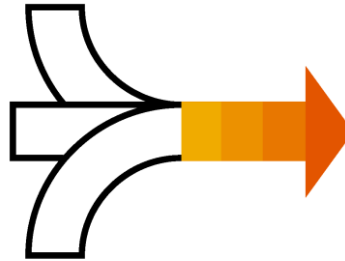
If you should have any future questions, please reach out to;
Sourcetopay@rrd.com

Why Ariba Network?



World's Largest Trading Community over \$3 trillion

- ❑ Helps active Global 2000 buyers find your products and services.
- ❑ Best in class expertise, experience, and advice for B2B eCommerce and Integration



Single Point for Business Collaboration

- ❑ Manage leads, proposals, contracts, orders, invoices, and payments.
- ❑ Collaborate with multiple customers.

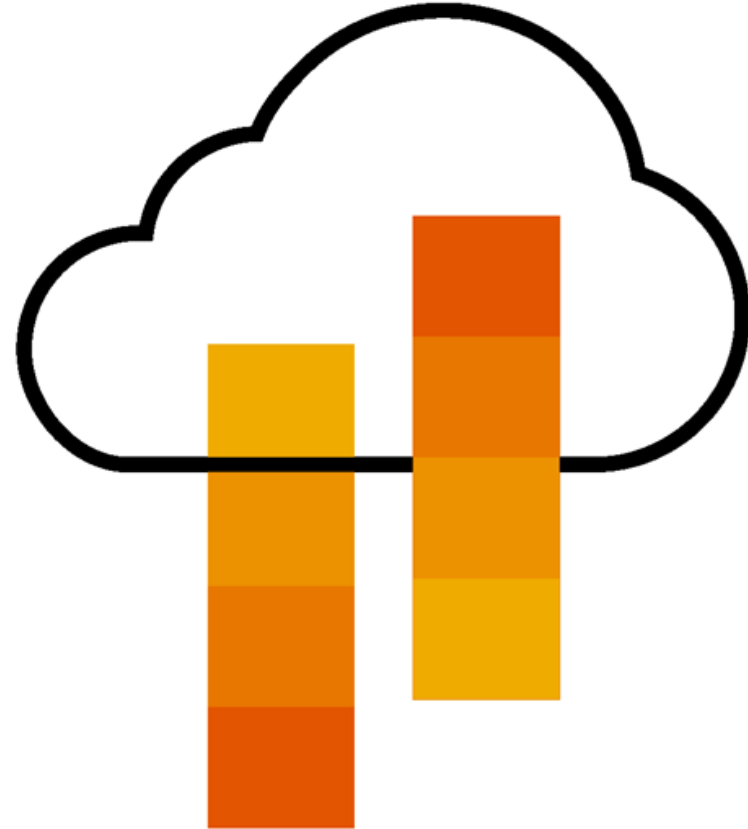


Works With How You Do Business

- ❑ Access a wide range of transaction options.
- ❑ Use many browsers, formats, languages, and currencies.

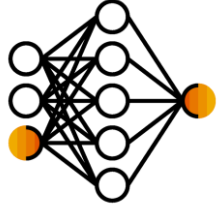
What is an Ariba Network, Standard Account?

- ❑ Basic Account that gives you access to Ariba Network
- ❑ Receive interactive email purchase orders
- ❑ Invoice through the Ariba network
- ❑ **No fees**
- ❑ Intended for low volume suppliers



What You Get With Your Free Standard Account

Ariba Discovery



- ❑ Receive High Quality Matched Sales Leads
- ❑ Attract Potential Customers
- ❑ Get Invited to Sourcing Events

Collaboration & Document Exchange



- ❑ Free Access To SAP Ariba's Contract Management Module
- ❑ Respond To Emailed Orders And Check Invoice Status
- ❑ Send Invoice Notifications
- ❑ Catalog Set Up/Access (self-service)

Usage



- ❑ No Transaction Document Limitations
- ❑ Unlimited Ariba Network Relationships
- ❑ Online Support Via The Help Center

SAP Ariba Supplier Mobile App



- ❑ Work On-The-Go
- ❑ Receive Real-Time Alerts
- ❑ Monitor Key Activities

What You Get With An Enterprise Account

Document Exchange (Purchase Orders, Invoices & More)



- ☐ Exchange/Manage Documents Directly From Your Ariba Network Account
- ☐ Use CSV Uploads To Manage Large Document Counts
- ☐ Full Access To Workbench

Integration & Electronic Catalogs



- ☐ Integrate Your Back-End System With Ariba Network Through cXML, EDI or CSV
- ☐ Create/Publish Electronic Catalogs To Enhance PO Accuracy
- ☐ Link Your Current E-Shop To Your Ariba Network Account

Legal Archiving & Reporting



- ☐ Access Long-Term Invoice Archiving (Regional Restrictions May Apply)
- ☐ Track Transactions & Sales Activities With Full Access Reporting

SAP Ariba Support

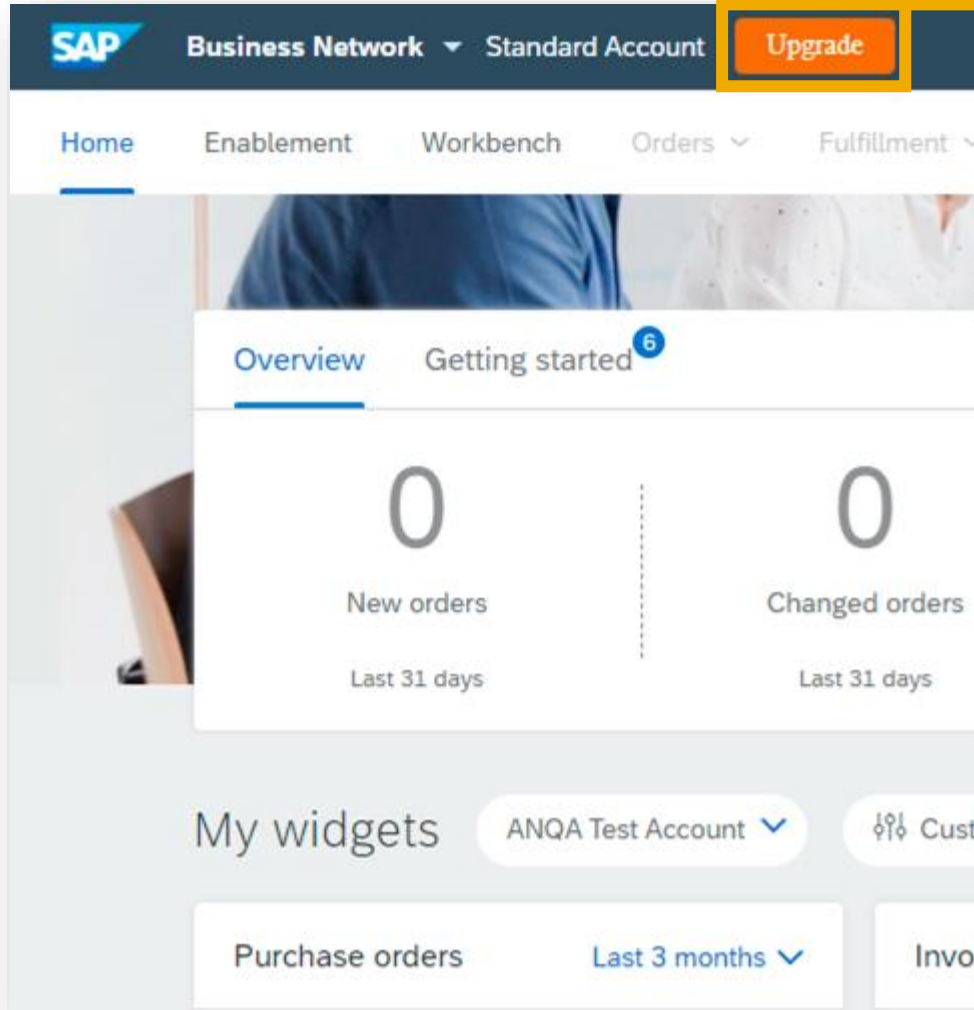


- ☐ Access The Entire Documentation Database
- ☐ Contact The Help Center By Phone, Chat, Or Web Form

Standard Account Vs. Enterprise Account On Ariba Network

Features	Standard Account	Enterprise Account
Access	Email notifications/workbench	Online dashboard/workbench
Company Profile	✓	✓
Purchase Order, Order confirmation (full & partial), Ship Notice, Service Entry Sheet, (Non-PO) Invoice, Credit Memo	✓	✓
Electronic Catalogs	✓ Self-service only	✓
Invoice status	Email notifications	Workbench with easy access from any browser
Legal Archive	Email notification and online download	<ul style="list-style-type: none"> • Long-term invoice archiving for global compliance (Regional restrictions apply) • Capability to mass download invoices for local archiving
Ariba Support	Online Help Center	<ul style="list-style-type: none"> • Support via phone, chat, or email • Direct access to enablement experts for onboarding assistance • Technical support for configuration and integration assistance • Online educational training courses
Integration	✗	✓
Reporting	✗	✓
Multiple customer relationships	✓	✓
Multi users	✓	✓
Mobile App	✓	✓
Ariba Discovery	✓ Fees may apply to respond to leads. Click here for more information.	✓ Fees may apply to respond to leads. Click here for more information.
Fees	FREE	Fees may apply, See complete details .

How To Upgrade from Standard Account To Enterprise Account



Upgrade to realize the full value of Ariba Network!

	STANDARD ACCOUNT Your current account	ENTERPRISE ACCOUNT Upgrade
FULFILLMENT		
Orders and invoices	<ul style="list-style-type: none">✓ Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoices✓ Check invoice status and create non-PO invoices, if supported by your customer	<ul style="list-style-type: none">✓ Skip the emails. Get and manage orders and invoices all on Ariba Network.✓ Use CSV uploads to manage large documents.
Catalogs	<ul style="list-style-type: none">✓ Publish catalogs that detail your products and services *	<ul style="list-style-type: none">✓ Publish catalogs that detail your products and services
Integration		<ul style="list-style-type: none">✓ Integrate with your backend systems through CXML or EDI
Legal Archive		<ul style="list-style-type: none">✓ Access to long-term invoice archiving (regional restrictions apply)
Reporting		<ul style="list-style-type: none">✓ Get reports to track transactions and sales activities
Support	Help Center	<ul style="list-style-type: none">✓ Help Center, phone, chat, and web form
Fees	Free	Based on usage

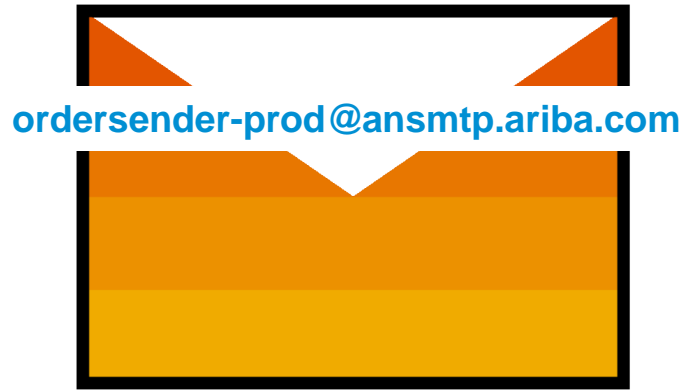
*Standard account users will self-enable catalogs. Help center content and documentation is available for self-service.

By the way, you can use these with any account.

SELLING	
Ariba Discovery	<ul style="list-style-type: none">✓ Join our business matchmaking service to get high quality sales leads. Fees may apply
Sourcing, Contract Management	<ul style="list-style-type: none">✓ Attract potential customers with your profile and get invited to auctions and other events.

[Learn more](#) about all the features of Ariba Network.

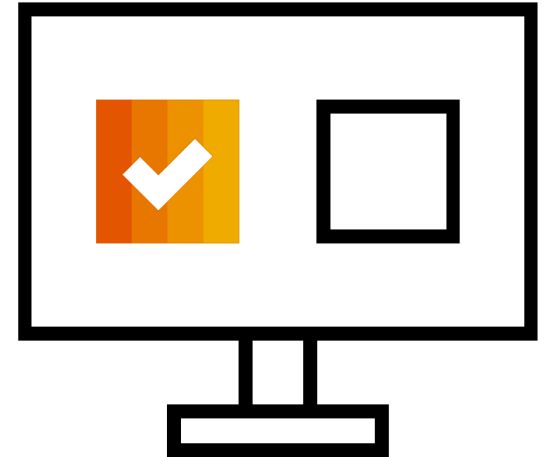
Receiving Your First RRD Ariba PO



Receive Interactive Email PO



Click The Process Order Button



Login

Receive Interactive Email Order From Customer



Your Customer sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

Your customer sends their orders through Ariba Network. You'll get a FREE Ariba Network standard account to process this order. If you have an account, you can use it and [log in now](#).

Process order

IMPORTANT:

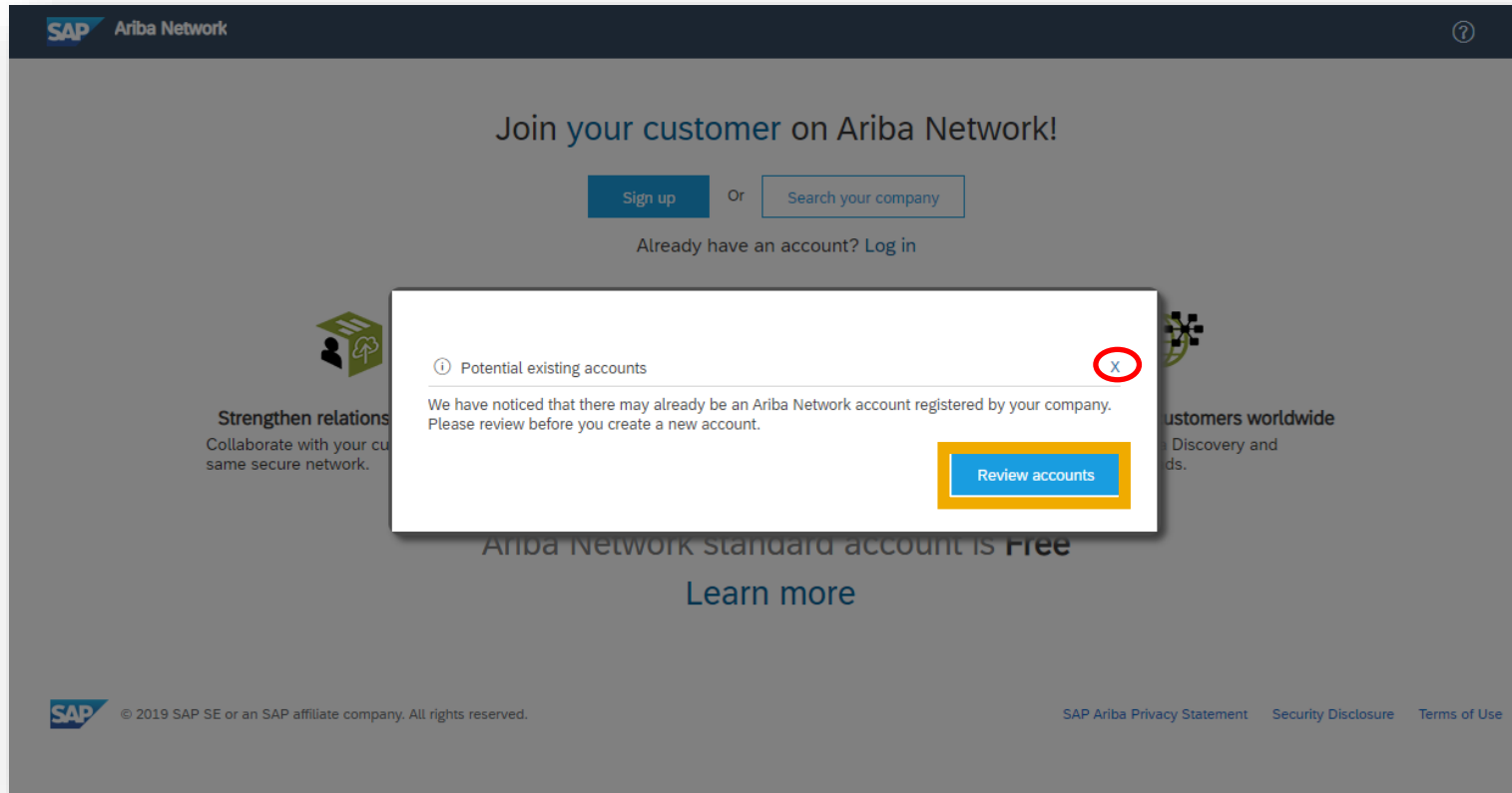
Before You Click The "Process Order" Button For The First Time:

1. Align Internally
2. Designate / Know Administrator

To Get Started:

Click The Process Order Button In The PO Notification (Interactive Email)

Review Potential Existing Accounts



Ariba Network Automatically Checks For Potential Existing Accounts


- Click **Review accounts** If You Want To Check for An Existing Account For Your Company
- If You Want To Skip This Step, Press **X** In The Top Right Corner

Login Or Sign Up For A Standard Account


Join **your customer** on Ariba Network!

[Sign up](#)


Already have an account? [Log in](#)



Strengthen relationships
Collaborate with your customer on the same secure network.



Connect faster
Exchange documents electronically and streamline communications.



Reach more customers worldwide
Sign up with Ariba Discovery and increase sales leads.

Ariba Network Standard Account is **Free**

[Learn more](#)

Select The **Sign Up** Option To Create A New Standard Account

-OR-

Use Your Existing Standard Account By Clicking On **Log in**

Register For A Standard Account

Configure Account, Accept Terms of Use, And Register

The screenshot displays the SAP Ariba registration form, divided into two main sections: "Company information" and "User account information".

Company information section:

- Company Name:** * MyCompany
- Country/Region:** * United States [USA]
- Address:** * Main Street
- Line 2:**
- Line 3:**
- City:** * BigTown
- State:** * Alabama [US-AL]
- Zip:** *

User account information section:

- Name:** * First Name, Last Name
- Email:** *
- ☒ Use my email as my username
- Username:** *
- Password:** * Enter Password
- Repeat Password:**
- Language:** English
- Email orders to:** *

Agreement section:

- ☐ I have read and agree to the [Terms of Use](#)
- ☐ I have read and agree to the [SAP Ariba Privacy Statement](#)

* Indicates a required field

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

SAP Ariba Privacy Statement

Must be in email format(e.g john@newco.com)

① Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

① The language used when Ariba sends you configurable notifications. This is different than your web b...

Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a

1. Review your **Company Information**

1. Enter your **User Account Information**

1. Accept **Terms of Use** and click on **Register**

If you have any questions during this process, utilize the [RRD Supplier Information Portal](#) for guidance and FAQ's

Register For A Standard Account

Transact With Your Customer

Create Order Confirmation ▾

Create Ship Notice

Create Invoice ▾

Order Detail

Order History

From:

Customer

Energie

Address ID: PO3

To:

Comments

Header level comments like Terms and Conditions etc.

Contact Information

Requisitioner Address

Requisitioner user name

New Street

London

L12345

United Kingdom

Email: requisitioner@test.com

Address ID: 10000199

Supplier Address

Supplier Company

New Street

London

LN155PP

United Kingdom

Address ID: SUP00

Help Topics

Documentation

Support

What's New (2:54)

What is SAP Business Network?

Introducing the new SAP Busin...

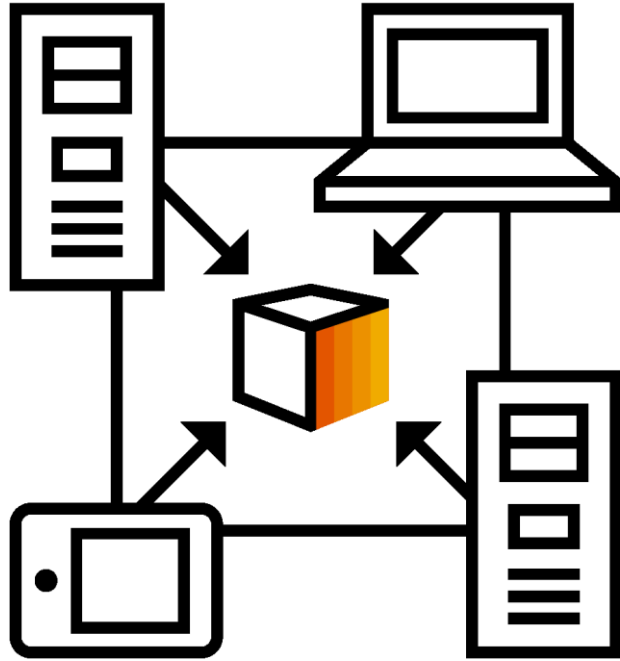
Orders and invoices (2:59)

Common browser issues

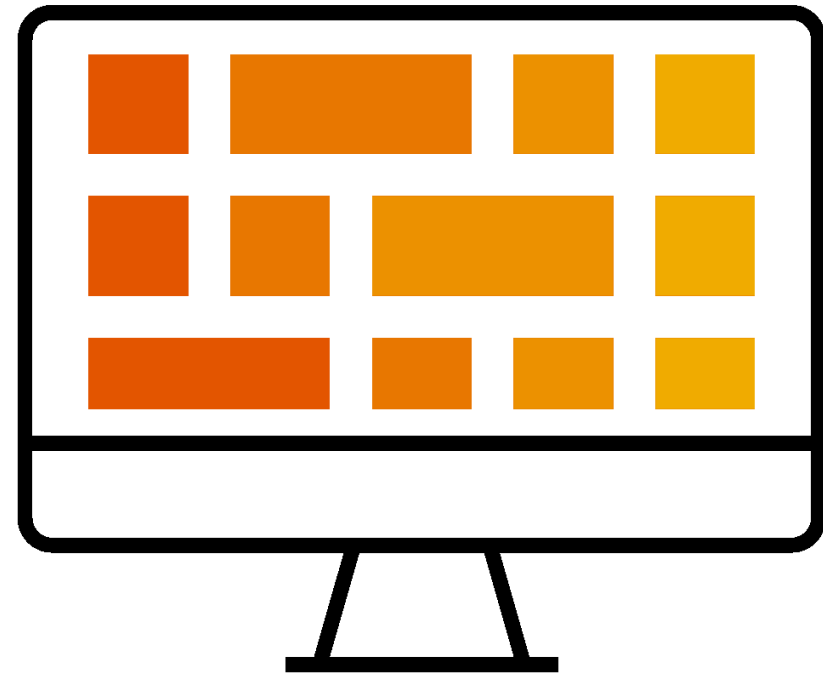
How do I create an invoice?

- Click On **Create Order Confirmation**, **Create Ship Notice**, Or **Create Invoice** To Get Started
- If You Need Assistance, Please Refer To The Articles In The **Help Center** (Right-Hand Side)

Already Have An Enterprise Account?



Manage Two Separate Accounts



**Add Standard Account Relationship
To Enterprise Account
(May Incur Fees!)**

How To Merge Your Standard Account PO Into Your Existing Ariba Network Account

If more than one email address is associated with your organization for PO delivery, the PO will be sent to them as well.
Your customer sent you this order through Ariba Network.

1 **Process order**

Potential existing accounts

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

2 **Review accounts**

Join your customer on Ariba Network!

Sign up Or **Search your company**

3 **Already have an account? Log in**

SAP Ariba

View all your documents in one Ariba Network account

Ariba Network can transfer documents into your company's existing Ariba Network account. This allows you to view and manage documents easily from your existing account, without having to register a new Ariba Network account. After you log in, your documents may be temporarily unavailable while the transfer process is completed.

Notes:
Fees may apply based on your [account type](#). To see your account type, [sign in](#) and go to Company Settings. You must be an Account Administrator on your company's Ariba Network account to transfer documents into the account.

To get started, log in to your existing supplier account.

Username:

Password:

4 **OK**

Notes:

- PO email notifications will come from:
ordersender-prod@ansmtp.ariba.com
- Please be aware that if the Standard Account is registered from the Standard Account PO invitation, then the PO can no longer be merged into an existing account.

Review RR Donnelley Specifications

Supported Documents

- **Purchase Order Confirmations**
Apply against a whole PO or line items
- **Advance Shipment Notices**
Apply against PO when items are shipped
- **Detail Invoices**
Apply against a single purchase order referencing a line item
- **Partial Invoices**
Apply against specific line items from a single purchase order
- **Service Invoices**
Invoices that require service line item details
- **Service Entry Sheets**
Will be auto-generated from service invoices
- **BPO Invoices**
Invoices against a blanket purchase order
- **Header Level Credit Memos**
- **Line Level Credit Memos**
Item level credits; price/quantity adjustments

Review RR Donnelley Specifications

Documents Not Supported

- **Summary or Consolidated Invoices**

Apply one (1) invoice against multiple purchase orders; not accepted by RR Donnelley

- **Invoicing for Purchasing Cards (P-Cards)**

An invoice for an order placed using a purchasing card; not accepted by RR Donnelley

P-card transactions will be used by RRD after collaboration with suppliers; but P-card transactions will not be paid with invoices

- **Duplicate Invoices**

A new and unique invoice number must be provided for each invoice; RR Donnelley will reject duplicate invoice numbers unless resubmitting a corrected invoice that previously had a failed or rejected status on Ariba Network

- **Paper Invoices**

RR Donnelley requires invoices to be submitted through Ariba Network

Video Demo

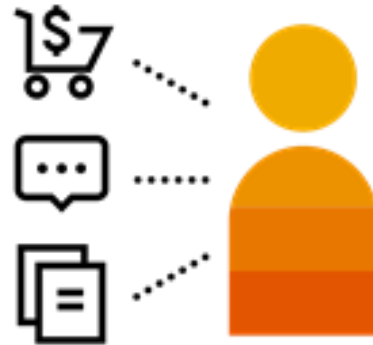
Support Options For Assistance

- Ariba Help Center
- Ariba Network, Standard Account Support Page
<https://support.ariba.com/item/view/183459>
- [RRD/Ariba Supplier Information Portal](#)
includes FAQ's, Standard Account Support Page link, etc.
- Weekly Webinars With Live Q&A
- Questions not answered by the above sources can be directed to: SourceToPay@rrd.com



Questions?

Please Submit Your Questions Via the Q&A Widget



Business Related Questions:

sourcetopay@rrd.com

Thank you.